



DATA ANALYST JOB POSTING

Role: Data Analyst

Location: Charter Institute at Erskine

Reports to: Director of School Performance

Salary Range: \$60,000-\$75,000

FLSA Status: Exempt

Start Date: March 2024

GENERAL STATEMENT OF JOB

The Data Analyst assists the Institute in organizing, maintaining, and disseminating data related to academics, accountability, continuous improvement, and school performance. The role provides schools leaders with support in accessing and utilizing data to support instruction and continuous improvement efforts. The position helps to manage the timeline, communications, and staff/school submissions for the Institute's internal accountability system. This role is also responsible for managing stakeholder access to appropriate systems and data sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Builds and publishes data dashboards and reports to support instruction and continuous improvement efforts at the Institute and school level.
- Ensures quality of data and reports provided by reviewing dashboards/reports for accuracy and consistent formatting.
- Assists in preparing accountability projections for state school report cards.
- Assists in coordinating the data collection process for the Comprehensive School Snapshot (CSS) and Actions, Results, Commitment, Support (ARCS) systems.
- Communicates ARCS and CSS deadlines to Institute staff and follows-up as needed to help ensure timely data submissions.
- Reviews ARCS and CSS submissions for completeness.
- Compiles and disseminates data files and reports to Institute staff and school leaders as needed.
- Monitors SCDE and EOC data releases and revisions to ensure the Institute has the most recent data available.
- Downloads and organizes data files in a timely manner.
- Manages user access to ARCS and CSS Google shared drives.
- Manages Institute and school level Tableau user accounts.
- Completes basic data review and analysis, as needed.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with Director of School Performance to build and publish resources for Institute and school stakeholders.
- Assists in scheduling and organizing annual and ad hoc data meetings.
- Assists in maintaining all site-based data in secure electronic databases and monitors record keeping procedures.
- Remain abreast of local, state, federal, and court ordered mandates, technical and professional trends, and developments impacting the analysis and reporting of school district data.
- Helps to ensure the department Quick Links page reflects the most current and accurate information.

MINIMUM QUALIFICATIONS

- A minimum of a bachelor's degree from an accredited higher education institution with 2 years of work-related experience in K-12 education required.
- Bachelor's Degree from an accredited higher education institution with 5 years of work-related experience preferred.
- Advance proficiency with Microsoft Excel, PowerPoint, Word, Outlook, and Google Suite required.
- Experience with Tableau Desktop, Tableau Cloud, and Tableau Prep preferred.
- Strong written, verbal, and presentation skills.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assistance with planning Kids First Conference
- Performs other duties and responsibilities as assigned.
- Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

CORE COMPETENCIES:

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintains confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Thrives in a fast-paced work environment.

MOBILITY:

Primarily sedentary, able to sit for long periods of time.



PHYSICAL REQUIREMENTS:

Ability to communicate in written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

ENVIRONMENTAL CONDITIONS:

Usual Office Setting (8 a.m. to 5 p.m. – Monday through Friday)

AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.